



March 5, 2002

MAINTENANCE MANAGERS
MANAGERS, MAINTENANCE SUPPORT, AREA OFFICES

SUBJECT: HVAC Maintenance

As many parts of the country experienced a warm winter and are expected to have an early cooling season this year, particular attention should be paid to building heating ventilating and air-conditioning (HVAC) systems.

Verify that preventive maintenance activities, scheduled for last fall, on equipment such as cooling towers, were carried out and that the equipment is ready to run.

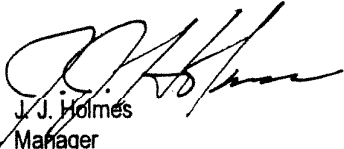
Refrigerant levels in chillers should be verified. Leaks should be repaired or scheduled for repair.

Attention should be paid to the air handling systems to assure that:

- Roll filters are working properly.
- Differential pressure gages and monometers are functioning.
- Replaceable filters are not clogged.
- Coils are clean.
- Condensate pans and drains are clean, free running, and free of mold and mildew.
- Fan drive belts are adjusted properly and not excessively worn, glazed, or cracked.

Where it is necessary to clean fans, air handlers, rooftop, or package units, HEPA vacuums or wet method must be used. This is also a good time to review local preventive maintenance checklists on HVAC equipment to assure that they are complete and correct. Additional information can be found in MS-1, "Operation and Maintenance of Real Property", MS-24, "Heating Cooling and Ventilating", or by contacting the MTSC Help Desk.

Properly maintained and operating HVAC equipment can reduce utility costs and help provide a healthful environment.


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Manager
Maintenance Policies and Programs

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